



**KENTUCKY REGISTERED SANITARIAN  
EXAMINING COMMITTEE  
275 EAST MAIN STREET, HS1E-B  
FRANKFORT, KY 40621**

June 6, 2006

The meeting of the Registered Sanitarian Examining Committee was called to order on June 6, 2006 by Chair Kathy Fowler.

Those in attendance were:

Kathy Fowler	Chair
Ed Cecil	Director West Area
Dan Troutman	Director South-East Area
Roy Foushee	Director Central Area
Beverley Joy Watkins	Executive Secretary
Guy F. Delius	Secretary, Cabinet's Representative

The Committee reviewed the minutes from the April 26<sup>th</sup>, 2006 meeting.

Motion to approve the minutes. Dan Troutman

Seconded, Ed Cecil

Motion passed.

The committee discussed the budget and Guy Delius reconciled the budget numbers from last meeting. The Committee and the Cabinet have the same budgetary figures now.

With the announcement of Chair Kathy Fowlers departure, The Committee discussed the upcoming vacancy for Region B. Guy Delius will assemble a letter to Region B members announcing the vacancy and requesting members to vote on their candidates.

Guests Professor Worley Johnson and staff of Eastern Kentucky University discussed the draft study guide, Salvato study reference book and opportunities for test development. Professor Johnson provided information on on-line books that may be a benefit for the committee to consider purchasing instead of hard copy books.

The Committee is interested in the online reference materials as it is very time consuming and troublesome to keep track of who has the hard copy books and often, they are not returned to the committee in a timely fashion. Professor Johnson agreed to provide additional information to the Board regarding the electronic reference books.

Professor Johnson also informed the Committee of an option for grading our exam. An electronic system is available from Scantron which would grade and track data on exams.

Reportedly, the machine is \$2300. Scan forms cost \$69 for 500 sheets

The Committee will research the equipment and see if it is a viable option to implement.

The Committee approved payment to Staff at ECU for the development of the new R.S. Exam. Payments in segments will be provided when product completion occurs.

Roy Foushee discussed the development of a PowerPoint presentation regarding ethics, contact hours, etc. to provide to prospective R.S. candidates.

Guy Delius and Joy Watkins discussed the delinquent notices for persons who have not yet paid their dues. Guy is to draft a letter to the identified persons and send a new letter requesting payment.

The Committee discussed the TRAIN system that persons need to register on for meetings to get contact hours. The TRAIN system was developed for Nursing staff, but is being changed to allow environmental data. Guy said he will invite the TRAIN staff to come to our next meeting to showcase the system.

Guy Discussed a letter drafted to Sec. Birdwhistell and reviewed with the Committee.

The Committee reviewed the ballots for our Region B Vacancy. The top three individuals who received the most votes have been identified. Guy will submit a letter to the Cabinet Secretary informing him of the vote and our recommendation of the person with the most votes.

The Committee discussed problems with meeting planners and individuals not sending in the course materials properly for contact hours. Guy will include a letter in the Card Mail out that will reiterate the proper process.

Chair Fowler discussed a request for honorarium from the Retail Food Planning Committee for educational speakers for the upcoming Retail Food Seminar. Chair Fowler discussed the request for 4 speakers, with a breakdown provided for three of the four speakers.

Motion to approve funding for the Retail Food speaker honorariums.

Ed Cecil.

Dan Troutman, Seconded.

Roy Foushee recommended that a limit be set on the amount of honorarium funds to provide to a given educational event. The Committee agreed to discuss at the next meeting.

The Committee reviewed a preliminary draft of a new exam. After much discussion the committee agreed to review this draft in detail, and have comments ready for the next board meeting. Roy Foushee agreed to acquire an exam key to be used with our review at the next upcoming meeting.

The Committee discussed Mr. Sean Lemmon's request to be placed on Inactive Status.

Motion to approve the request, Dan Troutman.

Seconded, Roy Foushee.

Motion Passed.

The Committee discussed the request from Mr. Bob Fritz to be placed on Inactive Status.  
Motion to approve the request, Dan Troutman.  
Seconded, Roy Foushee.  
Motion Passed.

The Committee discussed the new planned system for tracking contact hours.  
The Cabinet IT team, Joy and Guy have worked on the new web based contact hour tracking system. This system should be completed by August. Guy will send out a letter to members discussing the system. Guy will also work on a press release about the new system.

Guy and Joy will send out a final letter to delinquent members letting them know they have been removed and no longer are registered.

Next meeting August 30-31 at Pine Mountain.

Respectively Submitted

Guy F. Delius